

INTRODUCTION

In a continuing effort to function as a support service for the Department of Natural Resources, the Office of Management and Finance has developed the following procedures in regards to state- owned vehicles. These procedures are intended to develop a responsible consistency in the utilization, maintenance and reporting of information necessary to fleet management within the Department in conjunction with the Division of Administration. These procedures are not written to create more work for any state-owned vehicles user, but should be a helpful source of consultation for every employee of the Department.

DEFINITIONS

Form **DAMV-2** - Request for Personal Assignment and/or Home Storage of State-Owned Vehicles.

Form **DAMV-3** - Daily Vehicle Usage Log

Form **DAMV-4** - Preventive Maintenance Record

PPM-63 - The Policy K Procedure Memorandum from the Division of Administration determining methods and standardization of state-owned vehicle utilization.

"Pool" Car- Any fleet vehicle which is not a personally assigned vehicle is a pool vehicle. Pool vehicles are made available to state employees on a specific trip basis.

Personally Assigned Vehicle - A fleet vehicle assigned exclusively to one particular employee for permanent use in accomplishing the duties of his/her position.

Home Storage/Commuting - The assigned off-duty storage location of the fleet vehicle is off state property and the vehicle is used for commuting, as defined by the Internal Revenue Service, by the individual to whom authorization for home storage is given.

"Tax Home" - Where the majority of an employee's work is performed.

Transportation Coordinator - The employee designated by the agency head as the coordinator of fleet vehicles within the agency and who shall be responsible for any fleet management functions until his release from responsibility is acknowledged by the commissioner of administration.

Trade-in - A vehicle no longer useful to the Division, to be disposed of in order to purchase a newer model vehicle.

Surplus Vehicle - A vehicle disposed to effect fleet reduction. No replacement vehicle is ordered.

DA-21 "Condition Report" - A form filled out detailing the condition of an automobile identified for surplus or trade-in.

Maintenance - The everyday care entailed in the upkeep of an automobile to ensure safety & top performance.

Authorized Dealer - A person, company or dealership appointed by a manufacturer, who possesses the expertise for maintenance and repair of a certain product brand.

Vehicle Liaison - Person(s) assigned by each Assistant Secretary to manage the Divisions' vehicle system in conjunction with the Administrative Services Section and Department Transportation Coordinator.

Administrative Services Transportation Officer - Employee with the Administrative Services Section designated by the Department Transportation Coordinator to audit, coordinate and manage vehicle system for assigned Divisions.

Safety/Training Coordinator - The person designated by the Department Secretary to establish and coordinate safety and training programs, one of which includes Driver's Safety and Defensive Driving.

INDIVIDUAL RESPONSIBILITY

Every employee, upon induction into the Department of Natural Resources, completes a form DA- 2054 (ex. 1)1. (This is a part of the "new employee sign-up packet" issued by Personnel). His/her signature indicates a willingness to be a responsible driver when the necessity arises to drive on state business. Every employee who will have access to a state car must have on file a completed and signed Louisiana State Employee Driver Safety Program Authorization/Driving History Form (Form DA-2054).

A state-owned vehicle is driven in the capacity of either a pool car or a personally assigned vehicle. Each time a vehicle is used certain information must be recorded. This information includes the date used, where the vehicle was driven, the number of miles driven (indicated by odometer readings), the dollar amount of any maintenance performed. This information is recorded on a daily vehicle log (DAMV-3) (ex. 2). The responsibility to complete vehicle logs is extended to any employee driving a state-owned vehicle under the coordination of the vehicle liaison. Daily vehicle logs are detailed in section IV.

PPM-63 is explicit in stating that a state-owned vehicle may be used only by state employees on state related business. This means an employee may not stop at a store, bring a child to school or nursery, etc. when driving a state-owned vehicle.

PPM-63 also details which reports on vehicles must be submitted and when. It is mandated by law that every employee using a state-owned vehicle follow the procedures established by PPM-63.

In addition, the Department Safety/Training Coordinator will ensure that each employee is made aware of the procedures for safe operation of fleet vehicles. In conjunction with this, the Safety Coordinator will establish and direct a Driver's Safety Program. Part of this will be the "Defensive Driving Program" which the Department has mandated participation by all employees. The Transportation Coordinator will work with the Safety Coordinator to insure that this requirement is accomplished.

An employee who knowingly and intentionally operates a fleet vehicle without a current DA-2054 on file will be subject to immediate disciplinary action.

TITLE: Form DA-2054

POLICY NO: FM-A

PURPOSE: To establish and maintain a system of obtaining and recording required Form DA-2054

SCOPE: This policy applies to all employees.

RESPONSIBILITY: It shall be the responsibility of the Personnel Officer or his designee to assure that Form DA-2054 is included for completion in the sign-up packet for new employees. Furthermore, it shall be the responsibility of the Transportation Coordinator or his designee to record and maintain a system of files of such forms for every employee of The Department of Natural Resources.

POLICY: Form DA-2054 shall be completed by every new employee as a part of their personnel sign-up packet. Said form shall be the employee's authorization for the Department Transportation Coordinator to obtain a motor vehicle report (drivers license check). The MVR will be attached to and become a part of the vehicle file.

This check will be made annually.

TITLE: Authorization for LA State
Employee Driver Safety Program

POLICY NO: FM-AO I

PURPOSE: To establish a means of authorization for employees to operate a state-owned vehicle.

SCOPE: This policy applies to all employees.

RESPONSIBILITY: It shall be the responsibility of the department Transportation Coordinator to designate which employees are authorized to operate state-owned vehicles on state business. Furthermore, this responsibility shall include maintaining a current file of such employee's driving records and

informing employees through their supervisors of such authorization or retraction of such authorization.

POLICY: The department Transportation Coordinator shall, after review of an employee's driver's record, approve or deny authorization to operate a state- owned vehicle. No employee may be authorized to operate a state-owned or personal vehicle if 1) he/she has no current driver's license and/or 2) he/she is a high risk driver as defined below. Any employee who is granted authorization to operate a state-owned vehicle assumes the liability to operate said vehicle in a responsible manner. "Responsible Manner" is defined as operating the vehicle as permitted by the laws of the State of LA or by any other state the employee has official authorization to travel. This includes, but is not limited to wearing seat belts, driving the designated speed limit, parking in legally designated areas, etc. Any citations received as a result of infraction of the law will be the responsibility of the person (employee) operating the vehicle at the time the citation is received. The Department cannot and will not assume any legal or financial liability for any such illegal actions on the part of its employees.

PROCEDURE: The department Transportation Coordinator will review the MVR to determine whether or not the employee has a current driver's license and to ensure the employee is not a high risk driver. (A high risk driver is defined as an individual having three or more convictions, guilty pleas and/or NOLO contenders pleas for moving violations or individuals having a single conviction guilty plea or NOLO contendere pleas for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one-year period.) If the authorization is approved, the transportation coordinator completes a form DA-2054 (EX.3). The original is kept on file in the procurement section. A copy of the 2054 along with a listing of authorized employees is sent to the division vehicle liaison. The copy is forwarded to the employee for his records. The list is maintained on file by the vehicle liaison. A copy of these lists should be maintained in the regional offices for auditing purposes. The division vehicle liaison shall assume the responsibility for submitting copies of these lists to the regional offices.

If an employee is denied authorization or authorization is revoked, the Assistant Secretary of the employee's Division shall be notified and appropriate action taken.

TITLE: Revocation of Driver's Authorization

POLICY NO: FM-AO2

PURPOSE: To establish guidelines for an ongoing evaluation of driving records of employees authorized to drive state-owned vehicles VIA Form DA-2054.

SCOPE: This policy applies to all employees.

GENERAL: Policy FM-AO I defines the method by which an employees' driving record is evaluated in order to obtain a form DA-2054 (authorization to operate a state-owned vehicle). This policy also identifies a "High Risk Driver". High at,-4,- OVM 11 -] Driver." High risk drivers are not authorized to drive. Because an employees' driving record is evaluated prior to authorization, circumstances may occur, after authorization has been approved, which change an employees' driving status. Examples of such circumstances might include expiration or revocation of driver's license, third moving violation within a year's period, or a D.W.I.

Changes in driving status may occur during, before or after working hours.

POLICY: It shall be the responsibility of each employee of the Department of Natural Resources who has been authorized via Form DA-2054 to drive a state- owned vehicle to immediately notify the department Transportation Coordinator of any changes in driving status. Each case will be individually evaluated at which time a decision will be made as to a necessary course of action. Course of action may include, but will not be limited to: continuation of authorization, revocation of authorization, disciplinary action. An employee who does not report a status change and continues operation of a state owned vehicle, in the event of an accident, shall be held personally liable by the Office of Risk Management for any damages incurred.

FORM DAMV -3 "DAILY VEHICLE USAGE LOGS": (exhibit 3)

Daily vehicle logs are for most intents and purposes the most important and useful forms submitted for accuracy and efficiency of fleet management. The information submitted on these forms is used in developing the budget for the next fiscal year and producing supplemental K-2 forms for the employees who commute in state-owned vehicles. Information submitted on this form is directly entered into the State Fleet Management System. Daily vehicle logs must be submitted on all vehicles (personally assigned and pool) per Division of Administration PPM-63.

TITLE: Daily Vehicle Logs POLICY NO: FM-B

PURPOSE: To establish guidelines and procedures for the submissions of Fon-n DAMV- 3, Daily Vehicle logs.

SCOPE: This policy applies to all state-owned vehicles utilized by the Department of Natural Resources.

RESPONSIBILITY: It shall be the responsibility of the Transportation Coordinator to ensure that this policy and procedure is effectively implemented and followed in accordance with Division of Administration PPM-63.

POLICY: Any employee who shall have cause to operate a state-owned vehicle shall complete a Form DAMV-3 for the date(s) of usage of said vehicle. Furthermore, this report shall be forwarded to the division vehicle liaison for review and preparation for submission to the Division of Administration in accordance with the following procedures.

PROCEDURES: It is suggested that daily vehicle logs be placed on a clipboard and left inside the vehicle. As an employee enters a state-owned vehicle, he/she should note the date and the odometer reading. At the end of the trip, the remainder of the information should be filled in.

By the third of the month following the reporting period, the daily vehicle logs must be forwarded to the Division vehicle liaison. Attached to the vehicle logs should be gasoline tickets, preventive maintenance records, etc. It will be the responsibility of the liaison to check the logs for completeness and accuracy of information. The liaison will also maintain a record of employees who have not submitted daily vehicle logs for each month. The liaison will have the vehicle logs signed by the appointed Division authority. When signed logs are returned to the liaison, he/she will make copies (front & back). The original receipts are attached to the vehicle log copy. No copies are made of receipts.

By the seventh of each month, the liaison will submit to the Administrative Services Section the original vehicle log, one copy with original attachments, and a list of vehicles and responsible driver

for which no log was submitted. Habitual neglect of submission of vehicle logs will result in disciplinary action against the responsible driver.

Upon receipt of vehicle logs, the Administrative Services Transportation Officer will audit for form and content. Originals will be forwarded by the Department Transportation Coordinator to the Division at Administration by the 15th of each month. The copy will be retained in our central files after the data is entered in the fleet management computer system. The list of employees who have failed to submit vehicle logs will be forwarded to the Undersecretary for appropriate action.

The Division of Administration will return any vehicle logs rejected by their system. The Administrative Services Transportation Officer will determine the nature of the error and will return to the Division liaison for timely corrections. If the same errors continue to be the cause for rejection, the Division liaison, Administrative Services Transportation Officer, and the Department Transportation Coordinator will meet to address the problem.

FORM DA-MV2 (REQUEST FOR PERSONAL ASSIGNMENT AND/OR HOME STORAGE OF A STATE-OWNED VEHICLE) (EXHIBIT 4)

Personal assignment of fleet vehicles is not pen-nitted without specific approval from the

commissioner of administration via the DOA form W-2 prior to the personal assignment of a vehicle. Criteria which merit request for personal assignment include:

1. A state employee in a position which requires, in performance of assigned duties, that the employee drive in excess of the break-even mileage as established by the commissioner of administration. This mileage should accrue consistently throughout the year, not sporadically month to month.
2. A state employee in a position of law enforcement who has the power to arrest and uses this power in the regular performance of his/her duties.
3. A state employee in a position which requires, in performance of assigned duties, regular and unscheduled use of a special use vehicle or a vehicle with special equipment installed (e.g. hazardous waste spill investigation equipment, bar lights for use in emergency situations, handicapped driver equipment, etc.).
4. Statewide elected officials, the governor's executive counsel, the commissioner of administration, secretaries of executive departments, presidents and chancellors of state universities and colleges, and their equivalent in the judicial and legislative branches of government and vehicles purchased and assigned to the offices of statewide elected officials. (Note: These will be approved pending submission of the requests on properly completed DAMV-2 forms in order to assure proper record keeping).
5. Additional exceptions as may be granted by the commissioner of administration and the Joint

Legislative Committee on the budget. In addition to the above-mentioned criteria, the Department of Natural Resources has established that all personal assignments will be at levels below program managers. Any exception must be approved by the Secretary of the Department.

Home-storage (commuting) is also prohibited unless required and/or permitted and approved by the commissioner of administration via form DAMV-2. Criteria which merit request for home storage include:

1. Law enforcement officers with the power of arrest who use this power in the regular performance of daily job duties and whose home storage of a fleet vehicle is deemed by their agency head to be in the best interest of public safety and law enforcement (required).
2. Employees for whom the provision of transportation to and from the workplace is a condition of employment as approved at the time of employment by the commissioner of administration (permitted).
3. Employees whose job duties require the use of special use vehicle or vehicles with special equipment installed outside of normal working hours and for whom storage of

such vehicles can be documented as either cost effective to the state or necessary to protect the safety and/or health of the public (required).

4. Statewide elected officials, the governor's executive counsel, the commissioner of administration, secretaries of executive departments, presidents or chancellors of state universities and colleges, and their equivalent in the judicial and legislative branches of government (permitted).
5. Additional exceptions as may be decided by the commissioner of administration and the Joint Legislative Committee on the budget.

Along with the above-mentioned criteria, the department has established that a person requesting permanent home storage must live more than ten miles away from his office of domicile and spend at least 60% of his work time away from the office. (Work time is defined as actual hours worked, exclusive of annual leave, sick leave, K-time, or holidays). This criteria shall not apply to true emergency response personnel. Each application will be evaluated on its own merits by the Department of Transportation Coordinator before submission to the Division of Administration.

TITLE: Form DA-W2

POLICY NO: FM-C

PURPOSE: To establish guidelines and procedures for requesting personal assignment and home storage of state-owned vehicles.

SCOPE: This policy applies to all state-owned vehicles utilized by the Department of Natural Resources.

RESPONSIBILITY: It shall be the responsibility of the Transportation Coordinator to ensure that an approved Form DAMV-2 is on file for every employee who is personally assigned a state-owned vehicle or has been approved for home storage.

POLICY: No employee of the Department of Natural Resources may be personally assigned a state-owned vehicle or be allowed home storage of a state-owned vehicle without prior approval from the Division of Administration. The agency head may deem the necessity for temporary home-storage which shall be assigned and coordinated through the agency Transportation Coordinator. The agency head may delegate the authority to the Transportation Coordinator to approve such temporary assignments without the necessity of a Form DAMV-2. Temporary assignments shall not exceed a one month period unless written approval has been obtained from the Division of Administration. If temporary approval for home-storage, throughout a fiscal year period, exceeds 90 days, it shall be required that a request for permanent home storage, approved by the Division of Administration, be made.

PROCEDURES: The form DAMW-2 is in effect for one fiscal year only, expiring June 30, and therefore must be renewed annually. Division personnel requesting personal assignment/home storage should complete the form and submit it to the Division vehicle liaison by April 5. It will be the responsibility of the liaison to check for completeness and forward for any signature/initials required internally by the Division. The liaison then forwards the form to the Administrative Services section. By April 15, the Department Transportation Coordinator reviews and signs. It is then forwarded to the Department Secretary for signature. Upon completion of this process, the Transportation coordinator forwards the package to the Division of Administration (by May 1), retaining the yellow copy for our central files. The commissioner of administration either approves or denies the request and notifies the Department Transportation Coordinator via the pink copy of the DAMV-2. The Department Transportation Coordinator will notify the Division vehicle liaison by sending a copy of this approval or denial. The Division liaison will disseminate this information to the Assistant Secretary and the employee involved.

The employee personally assigned or approved for home storage becomes the responsible party for completing daily vehicle logs and providing maintenance for the assigned vehicle. For pool vehicles, the Assistant Secretary shall assign an employee to be the responsible party for completion of daily vehicle logs & maintenance. This shall be done via memorandum to the Department Transportation Coordinator, submitted at the same time as DAMV-2 forms. Any citation issued as a result of improper maintenance (expired safety sticker, muffler problems, etc.) shall be the liability of the employee personally assigned the state-owned vehicle.

NOTF,: When a new employee is hired and the necessity for permanent home storage arises, the Department shall request from the Division of Administration approval of a 3 - month trial period to allow time for necessary documentation to justify permanent home storage.

ACCIDENT REPORTING

An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.

If an employee is involved in an accident while operating a state-owned vehicle he/she must notify policy authority. Procedures for civil law should be followed until the accident site is cleared.

All accidents shall be reported to the next level of supervision by the vehicle driver having the accident on the day of the accident or as soon thereafter as possible. Section 1, page 2 of the accident form shall be mailed to the Office of Risk Management within 24 hours. The remainder of the form shall be completed and forwarded to the next level of supervision by the individual having the accident not later than the first day after the accident. If the driver is not able to complete the accident report, the driver's supervisor will complete the report for him/her.

Failure of a driver to report any accident may be cause for disciplinary action. The supervisor of the individual having the accident shall review the accident report within two working days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information. The supervisor may have to aid the individual in completing the report.

In investigating complex accidents, the supervisor should request assistance from their agency safety personnel.

The supervisor of the individual having the accident will, after reviewing the accident report, complete his/her portion of the report and make a determination of whether the accident was preventable.

Assistant Secretaries will review the Accident Report Form and the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed. The need for corrective disciplinary action may be considered on each accident where there was improper use of a vehicle. Corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc. This should be noted immediately on the report.

A copy of the Uniform Motor Vehicle Traffic Report (police report) is attached to the Accident Report and forwarded to the Fiscal Officer. The Fiscal Officer reviews then forwards to the Department of Transportation Coordinator.

The Transportation Coordinator completes his/her section, attaches the DA-2054 and MVR, and forwards to the Agency Safety coordinator. The safety coordinator obtains necessary information for accident reporting and returns to the fiscal officer. The report is then sent to Risk Management.

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TITLE: Vehicle Safety/Maintenance

POLICY NO: FM-D

PURPOSE: The purpose of this policy and procedure is to ensure that all department vehicles are safety-inspected and to assign the responsibility for the administration of the program.

SCOPE: Applies to all department vehicles.

GENERAL: The Division vehicle liaison is responsible for sending vehicle checklists and preventive maintenance records (Form DAMV-4) to personnel assigned the responsibility of maintenance of department vehicles each month.

The employee assigned responsibility for maintenance of department-owned vehicles is responsible for identifying any deficiencies and returning the completed safety checklists and Form DAMV-4.

Each division shall be responsible to ensure that the vehicle is supplied with necessary safety items such as first-aid kits, fire extinguishers, flashlights, etc.

POLICY: Every vehicle owned by the Department of Natural Resources shall have assigned to it (either by personal assignment or by assignment of the Assistant Secretary) an employee who shall assume the responsibility of preventive as well as necessary maintenance of said vehicle in accordance with the following procedures.

PROCEDURES: A. Weekly/monthly maintenance. Form DAMV-4 (Preventive Maintenance Record, Exhibit 6) is submitted monthly with daily vehicle logs. The form is explicit in defining the type of "check" to be done. The time- frame for performing these checks, as established by this Department, should be in accordance with mileage. This maintenance should be performed at 6,000 mile intervals. Also, weekly the vehicle checklist (Exhibit 6) should be completed for submission with vehicle logs. This type is "common sense" maintenance performed by the user. This includes checking the lights, brakes, horn, windshield wipers, etc. This check is also a courtesy extended to the next employee who may use the vehicle.

MAINTENANCE

Maintenance of state-owned vehicles falls into several categories. Vehicle maintenance is the responsibility of the person to whom they are personally assigned.

- B. Anticipated maintenance. This includes oil change, lube job, etc. This can be performed by the user himself or by an employee of the Division if the Division cares to handle it in this manner. If not, this work may be performed in accordance with State Fleet Management vehicle contract (see "D." below). Anticipated maintenance also includes obtaining a safety sticker in a timely manner.
- C. Tires and batteries should be inspected regularly. When replacement is necessary, new tires and batteries must be purchased from state contract. Windshields are also replaced via state contract.
- D. Major repairs/maintenance: In accordance with Title 39, Title 34, and Executive Order BR89-3 1, major repairs/maintenance must be handled in the following manner:

- 1) If a state contract is in effect, it must be adhered to. This will include tires, batteries, windshields, rebuilt transmissions.
- 2) Fleet Management Contract: State Property Assistance has negotiated a contract with a National Accounts Service. Several dealers statewide will be able to perform maintenance on state-owned vehicle at preset price rates. A list containing the names of the dealers will be kept in each vehicle. A maintenance identification card will be issued for each vehicle. This card must be presented to the dealer before maintenance can be performed. The invoices for the maintenance are sent by the dealer to the National Accounts Service who will, in turn, compile a monthly bill for our Department. A system of "checks and balance" will be performed in the General Services Section.

Procedures for National Accounts Service:

- a) Go to dealer listed or call I - 800- 233-9342 for directions on where to take vehicle.
 - b) Dealers are authorized to do \$150 worth of repairs only. If it will be higher, do not authorize the work. The dealer will contact the National Accounts Service who will contact the Department Transportation Coordinator. The Transportation Coordinator will contact the Program Manager for the approval of work to be done.
 - c) The dealer will give you a service report when the work is done. **This is not an** invoice. It is to be attached to the daily vehicle log.
 - d) The invoices should be sent directly to the Transportation Coordinator who will verify the work and forward to the purchasing liaisons for processing a requisition.
 - e) Any questions should be directed to the Transportation Coordinator.
- 3) Authorized dealer repairs: Only in the instance of warranty or for special purpose vehicles where the dealer is the only capable repair person should an authorized dealer for vehicle repair/maintenance be used.
 - 4) Emergency Repairs: If an emergency situation arises, an attempt should be made to use 1, 2, or 3 above. However, there may be times this will not be possible. If phone bids can be obtained, please do so. If not, have repairs done. Submit a letter of

justification with the invoice.

TRADE-IN/SURPLUS VEHICLES

Each Division is allotted a certain number of vehicles by the State Budget Office. When new vehicles are approved in a fiscal year budget, a "trade-in" must be submitted in order to maintain the established number. The Department of Natural Resources, for budgetary purposes, has determined that a vehicle with 70,000+.miles may be traded in without justification.

Executive Order EWF,86-4 mandates the Commissioner of Administration to reduce the State Fleet by 10% and therefore each Agency must reduce its fleet by 10%. This in particular relates to under- utilized vehicles (less than 15,000 miles per year).

In both circumstances, the procedures for disposal of a vehicle is the same:

1. Request for disposal along with Form DA-21 "Condition Report" (exhibit 8) is submitted by the Division vehicle or property liaison to the Department Property Manager.
2. The Department Property Manager completes a Form BF- II and forwards along with the condition report, the title and registration to State Property.
3. Upon notification from LA Property Assistance that the transfer has been approved, the Agency Property Manager notifies the Agency Transportation Coordinator who will arrange for transfer to State Property. This transfer takes place as follows:
 - a. The Transportation Coordinator will send the approved pink copy of the BF-11 to the Division vehicle liaison. A copy will be retained in the Administrative Services master file.
 - b. If the vehicle is a surplus, the vehicle liaison will arrange for a Division employee to deliver the vehicle to State Property within 10 days of receipt of approval. If the vehicle is a trade- in, Divisions may wait until the replacement vehicle is received before delivering trade-in to State Property.
 - c. When vehicle is transferred to State Property, employee making the delivery will be responsible for obtaining proper signatures on the approved pink copy of the BF- 11 from State Property receiving personnel.
 - d. Upon return to the Department, the employee will forward approved BF-11 to Division vehicle liaison.
 - e. Vehicle liaison will inform property liaison to delete vehicle from property records. The approved BF-11 is then forwarded to the Transportation Coordinator.
 - f. The Transportation Coordinator informs Accounting to delete insurance on said

vehicle. Records are adjusted to place this vehicle in the inactive records of the fleet management system.

- g. The approved BF-11 is forwarded to the Agency Property Manager for permanent filling.

State Property "auctions" used vehicles. A portion of the money earned from these sales is returned to the State General Fund.

NEW VEHICLES

State Purchasing negotiates a vehicle contract each October for period beginning October 1 through March 30. If a vehicle is traded-in and the budget allows replacement, an Accounting approved requisition must be submitted by the Division to Procurement by March 1 for processing by State Purchasing.

Criteria for the purchase of vehicles have been established in accordance with Commissioner of Administration's Guidelines dated November 21, 1984 and are as follows:

1. Large vehicles: Only for use by elected officials.
2. Mid-size vehicles: Department heads at the level of Secretary
3. Compact vehicles: Usual occupancy by 1 or 2 persons, or limited to intra-city travel, or estimated annual mileage is less than 15,000 miles.

All requests to purchase vehicles shall include a detailed explanation of the purpose and use of each vehicle. This explanation shall be comprised of such details as intended use in the motor pool, whether the vehicle will be used primarily for inter-city or intra-city travel, number of expected occupants, anticipated yearly mileage, etc.

The Procurement section prepares the requisition for processing by State Purchasing. The Office of State Purchasing insures delivery of newly purchased state-owned vehicles to LA Property

Assistance. When the vehicle arrives, the Accounting Section is notified and a check for the purchase price is requested. When the check is received, the Property Manager (or his designee) and an employee of the receiving Division delivers the check to State Purchasing where papers are issued to release the vehicle to the Agency. The Property Manager and the Division employee take these papers to State Property to receive the vehicle. The vehicle is inspected for compliance with contract. The Property Manager then tags the vehicle with a state property tag number and places DNR decals on the doors.

The Agency Property Manager shall notify the Agency Transportation Coordinator of the vehicle receipt and furnish information such as license number, serial number, property tag number, etc. It shall be the responsibility of the Agency Transportation Coordinator to notify the State Fleet Manager, within 10 days of receipt, of both the license number and the agency property number assigned to any new vehicle.

Both the Division vehicle liaison and the Division property liaison should add this vehicle to their records and treat it in accordance with established internal procedures.